
Mountain Plains States Consortium WIC System Project

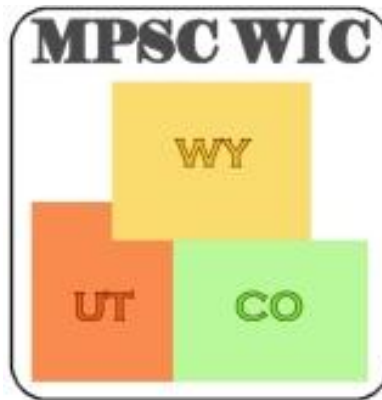
DDI DELIVERABLE #07

VM 0 VENDOR MANAGEMENT OVERVIEW

DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:



Revision Date: December 21, 2007

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CO Contract #WIC0601052
CIBER Project #CODPH00201

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Document Revisions

Revision Date	Updated By	Requested By	Description of Revision
8/23/07	CIBER	MPSC	Revision Version
11/30/07	CIBER	MPSC	Final Version
12/21/07	CIBER	MPSC	Updated Final Version

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1 Introduction

The Vendor Management system area is used primarily by Vendor Coordinators. The general purpose of Vendor Management is to provide support to the State or Local Vendor coordinators in their authorization and management of businesses that apply for and that are authorized to participate in the state WIC Program. This document provides an overview of the screens that are found in the Vendor Management system. The areas are Details, Application, Vendor Oversight, Training, Food Benefits, Vendor Associations and Price Surveys.

Alerts are prevalent throughout the Vendor sections and are detailed in each of their respective DFDDs. Sanction points are assigned to vendors throughout the functional areas when it has been determined that the vendor has acted outside of WIC policies and procedures.

Details

The first section within Details is the Demographics screen. The demographics screen is used to record basic information about a vendor including the vendor name, addresses, and the local agency and county where the vendor services participants. The screen is also used to assign the vendor's owner or chain. Vendor contact information including first and last name, contact type, address type and phone numbers for the vendor are maintained on the same screen. A WIC staff person, along with his or her phone number, is also assigned as the local vendor contact here. The Operations screen contains information about operating hours and business year start and end, Food Stamp ID, and TIP vendor type. It also allows for the entry of Automated Clearing House (ACH) information as well as whether a vendor should receive printed price surveys. The Vendor's Wholesalers screen contains both regular wholesalers and formula wholesalers that conduct business with the vendor. The Sales screen contains sales information for the vendor, as well as calculations of percentages of the sales. The Peer Group screen contains all of the criteria for determining the vendor's peer group as well as performing a calculation to determine which peer group a vendor is most likely to belong.

The Status/Summaries/Log section contains options for maintaining vendor status, viewing events and violation summaries, and maintaining a vendor log. The Status screen provides a link to the Appeal Log pop-up window, which provides the ability to enter any appeal activity that a vendor initiates based on status changes that are in dispute. This screen also provides the ability to maintain various status changes for the vendor and to record any accompanying documentation. The Events Summary screen is used to view events that caused a change to the vendor's record. An entry in this grid is created when a change is made to a vendor's risk, training, or status. The data on this screen is read-only. The Violation Summary screen displays a historical view of a vendor's violations. The Violation Summary screen is read-only. The Vendor Log screen is used to maintain any communication that occurs with the vendor.

Application

The Application area contains options for entering application information, selection criteria, limiting criteria, and milestones. The Application Details screen is where a vendor's authorization information is maintained. Data found in this area includes initial and current authorization dates, as well as contract start and end dates. The Selection Criteria screen contains state-specific criteria required to be selected as a vendor for the WIC program. It also includes reasons why a vendor would be ineligible to become a WIC vendor, as well as an exception reason. A link to maintain Food Waiver information is provided here. The Limiting Criteria screen contains state-specific criteria used to limit the number of WIC

vendors that service a particular geographic area and population density. This screen includes a link to the Vendor/Participant Ratio pop-up window that allows the vendor coordinator to enter zip codes in order to retrieve data to assist in determining the ratio of vendors to participants. The Milestones screen gives a list of state-specific items, with corresponding completion dates, which must be accomplished in order for a vendor to be authorized to come onto or remain on the WIC program.

Vendor Oversight

The Vendor Oversight area contains information pertaining to Feedback, Educational Buys, Routine Monitoring, Investigations, Risks, and Collections.

The Feedback screen is used to record feedback received about a WIC vendor as well as what action is taken regarding the feedback. A violations grid and actions grid are also on this screen and are used to record violations and actions taken pertaining to the feedback received regarding a vendor.

The Educational Buy screen is where educational buy information is maintained. The screen contains a set of attributes that the vendor coordinator uses to evaluate whether the vendor is complying with WIC policies and procedures on a buy activity. Transactions used during the buy are maintained here as well.

The Routine Monitoring screen is used to maintain routine monitoring activities for a vendor and any associated violations found during the activity. It contains a visit checklist which is used to evaluate whether the vendor is complying with WIC policies and procedures. A violations grid and actions grid are also on this screen and are used to record violations and actions taken pertaining to the monitoring.

The Investigations screen is used to maintain information about vendor investigations. Information provided in this area includes a reason for the investigation, the status, whether or not it was appealed, and any resulting sanctions. Civil money penalty information is also provided on this screen. There are also four hyperlinks on this screen. They are Compliance Activity, Appeal Log, Inventory Audit Activity and CMP Details. The Compliance Activity pop-up window is used to record specific data about an activity that is performed for an investigation. An example of an activity is a compliance buy. If during the compliance buy the WIC coordinator found the vendor to be out of compliance, he or she records the action taken for the vendor. If the vendor appeals an action, this information is entered on the Appeal pop-up window. All information on the pop-up window corresponds with the investigation and cannot be entered without first starting an investigation. The Inventory Audit Activity pop-up window is used to record activities that occurred during an inventory audit investigation. The Civil Money Penalties (CMP) Details pop-up window is used to track CMPs and also to create an invoice for the CMP.

The Risks screen is where information such as effective date, risk end date, risk type, investigation date, investigation status and the investigation closed date are maintained. Risks are manually assigned to a vendor at the vendor coordinator's discretion. The Collections screen is used to record vendor collections that are reported on the 798.

Training

The Training section is used to maintain training for a vendor. The Vendor Training and Vendor Group Training screens are used to enter the planned training date, the type of training, the method of training, the number of attendees, and the date the training was completed.

Food Benefits

The Food Benefits area includes the FI Detail (FI states) and Reissue FI to Vendor screens. The FI Detail screen displays the detail for a specific paper FI Number. This area is also where the Reissue FI to Vendor screen is located. This screen is used to record a payment to a vendor for an FI that may have been rejected. The Reissue FI access can be turned off and on based upon a system parameter.

Vendor Associations

The Vendor Associations section contains options for managing entities associated with vendors, such as owners, chains, and wholesalers.

The Owners section is where information relating to owners of WIC Vendors is maintained. The Owner/ACH Information screen includes ACH data, ownership type, phone numbers, and Tax ID. The second section of Owners is where address and contact information is maintained. The Address/Contacts screen includes an area for maintaining addresses as well as contacts. The third section of Owners is where the association between chains, vendors and owners can be viewed. The Chains/Vendor List screen includes two read-only grids. The Chain List grid indicates which chains are associated with the owner, as well as the number of vendors associated with the chains. The Non-Chain Vendors grid indicates which vendors have a direct association with the owner.

The Chains section is where information relating to Chains that WIC Vendors belong to is maintained. The Chain Information screen includes ACH data, chain type, phone numbers, Tax ID and owner. The second section of Chains is where address and contact information is maintained. The Address/Contacts screen includes an area for maintaining addresses as well as contacts. The third section of Chains is where the association between chains and vendors can be viewed. The Vendor List screen includes a read-only Current Vendors grid that indicates which vendors are associated with the chain.

The Wholesalers section is where information relating to Wholesalers that WIC Vendors do business with is maintained. The Wholesaler Information screen includes phone numbers, Tax ID, business license number and business state. It also indicates whether the wholesaler is a grocery, pharmacy and/or formula wholesaler. The second section of Wholesalers is where address and contact information is maintained. The Address/Contacts screen includes an area for maintaining addresses as well as contacts. The third section of Wholesalers is where the association between the wholesaler and vendors can be viewed. The Vendor List screen includes a read-only Current Vendors grid that indicates which vendors are associated with the chain.

Price Surveys

The Price Surveys area is used by vendor managers. For FI based states, the primary purpose of Price Surveys is to provide support to the state or local vendor managers in setting the container peer group prices. For EBT based states, the primary purpose is to collect vendor UPC prices for informational or high risk vendor analysis reasons. For EBT states, UPC pricing is controlled through an automated price resetting process based on UPC redemptions.

The first section within Price Surveys is the Survey List screen, which is where a survey list is defined. Survey food lists consist of detailed product entries (FI) or UPC entries (both FI and EBT). Once a survey food list has been added, it is then available for selection in the Setup Survey tab. The second section within Price Surveys is the Setup Survey screen, which is where a survey is defined. A survey list is associated with a survey when setting up an actual survey. The Setup Survey screen is also used to identify which vendors have been sent a price survey. The third section within Price Surveys is Process Surveys, which is where surveys are recorded, processed (or aggregated), and applied to the food container (FI) or subcategory (EBT) prices. Process Survey consists of two screens. The Record

Survey screen is used to review the general status of the survey, as well as to initiate the recording of vendors' returned surveys. The Survey Results screen allows the user to review the calculated results and apply these results to food pricing.

2 Navigation Panel

The Navigation Panel contains the Navigation Buttons (stacked starting from the bottom of panel) and the Navigation Tree Structure (top of panel).

2.1 Navigation Button

The Navigation Button labeled "Vendor Management" allows the user to access the vendor management screens.

When the user clicks on the Vendor Management Navigation Button,

- The Navigation Panel contains the vendor management tree structure with the branch nodes collapsed. See the Navigation Tree Structure section in this document for more details.
- The Main Panel contains the Vendor Search Screen.
- The Information Panel contains an opened but empty Messages tab. See the System Overview DFDD for more details on the Messages tab.

2.2 Navigation Tree Structure

The Navigation Tree Structure for the Vendor Management area contains the functions that are described in the accompanying functional DFDDs. A user's view depends on his or her security access profile.

2.2.1 Connected Mode

This tree structure shows the maximum possibilities for this functional area for a user in connected mode.



2.2.2 Disconnected Mode

There is no functionality available in this functional area for a user in disconnected mode.

2.3 Saving Work

The Vendor Management area saves units of work at the Vendor, Vendor Group Training, Owner, Chain, Wholesaler, and Price Survey levels. Any attempt to Save (with/without changes) a unit of work while in any screen in the Vendor Management area causes the system to automatically validate all screens. If the validation fails on one or more screens, the Save functionality does not continue and the Error Messages tab displays the data violations. Users cannot go anywhere or close the application until they correct the violations in all the screens that failed the validation process.

3 Main Panel

This panel is where all the screens described in the accompanying DFDDs are displayed.

When the user clicks on the Vendor Management Navigation Button, the Vendor Management Search screen is displayed in the main panel.

4 Information Panel

The Information Panel contains three tabs. The first tab, entitled "Messages," contains warning and error messages associated with the main panel screen. The second, entitled "System," contains active "System Wide" and "Vendor Management" type system messages. These are described in the System Overview DFDD. The last tab, entitled "Date Alerts," is described below.

4.1 Date Alerts

The Date Alerts tab is displayed in the Information Panel as the default tab when a vendor record is opened. The percentage of vendors monitored and vendors investigated during the current federal fiscal year are displayed at the top of the panel. These values are used by the vendor coordinators to determine how far along they are in meeting the minimum requirements for both types of activities.

Date Alerts are generated when any vendor meets the alert trigger criteria. The user can save the record even when alerts are present. When the save is completed, the alerts are reloaded. If the trigger still exists, the alert will still be present. The hyperlinks provide the ability to access the vendor directly or to access the specific screen from which the alert was generated.

The Upcoming Status Changes data grid displays all vendors that are still pending after a certain number of days have elapsed and any vendors who have contracts that expire in a certain number of days.

The screenshot shows the 'Date Alerts' tab selected. At the top, it displays 'Vendors Monitored 1.16%' and 'Investigations - FFY 1%'. Below this, there are three vendor alerts, each with a blue hyperlink to the vendor's record and a red text message:

- [01-013 John's Store](#)
Feedback type "Check Problems" made on 11/12/2006 has not been closed.
- [03-009 Smith's Groceries](#)
Feedback type "Check Problems" made on 11/12/2006 has not been closed.
- [12-034 Giant Food Store](#)
Feedback type "Check Problems" made on 11/12/2006 has not been closed.
Training on "Initial Training" has been scheduled for 06/12/2007.
Training on "Followup Training" scheduled for 09/12/2007 has not been completed.

Below the alerts is a section titled 'Upcoming Status Changes' containing a table:

Vendor ID	Vendor Name	Address	City	Status	Local Agency
40-019	A & M Market	1539 Dewitt Street	Ellsworth	Pending	Webster Area Family Serv
25-021	A.J. Grocery #1998	209 S Main Street Box 237	Woodward	Active	Community Opportunities
42-023	Ackley Super Foods	526 Main Street	Ackley	Active	Mid-Iowa Community Acti
13-003	Affiliated Foods Of Manson	1101 Main Street Box 845	Manson	Pending Applica...	Community Opportunities
13-022	Affiliated Of Manson - Wld	1101 Main St.	Manson	Active	Community Opportunities

Control	Description			
Vendors Monitored	The state agency must conduct routine monitoring visits on a minimum of 5% of the number of vendors authorized by the state agency as of October 1 of the federal fiscal year. This read-only text box displays how far along the state agency is in meeting or exceeding the 5% minimum.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 999.99%		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Investigations - FFY	The state agency must conduct compliance investigations or inventory audits on a minimum of 5% of the number of vendors authorized by the state agency as of October 1 of the federal fiscal year. This read-only text box displays how far along the state agency is in meeting or exceeding the 5% minimum.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of 999.99%		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Unlabeled	A read-only text box that is used to display all of the Date Alerts that have been set using the Alert Me checkboxes within Vendor Management as well as other alerts that are dependent upon completion dates.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
Upcoming Status Changes	The data grid displays active vendors who have upcoming status changes.			
	Type	Data grid		

Control	Description			
Upcoming Status Changes - Vendor ID	The unique identifier for the vendor that matches the criteria. Clicking the Vendor ID link opens the Demographics screen. See the Demographics section of the VM Details Screens DFDD for more information.			
	Type	Hyperlink		
	Format	Underlined, Blue		
Upcoming Status Changes - Vendor Name	The name of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Vendor.StoreName		
Address	The physical address of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorAddress.StreetAddrLine1		
City	The city of the vendor's physical address that matches the criteria.			
	Type	Textbox		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorAddress.City		

Control	Description			
Status	The status of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		
Local Agency	The primary local agency of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.Name		
	Code ID	LocalAgency table lookup		

Business Rules
<ol style="list-style-type: none"> 1. To calculate the number of Vendors Monitored, first determine the number of vendors that redeemed WIC FIs during the federal fiscal year. The next step is to count the number of vendors that were monitored during the federal fiscal year. To do this, determine if the Routine Monitoring Record Date was between the begin date and end date of the federal fiscal year. If a Vendor was monitored more than once during the timeframe, the vendor is only counted once. The percentage of vendors monitored = the number of vendors monitored/the number of total vendors. 2. To calculate the number of Investigations - FFY, first determine the number of vendors that redeemed WIC FIs during the federal fiscal year. The next step is to count the number of vendors that had compliance buys or inventory audits performed in the federal fiscal year. If a vendor had both a compliance buy and an inventory audit completed, or if a Vendor had multiple compliance buys or inventory audits completed during the timeframe, the vendor is only counted once. The percentage of vendors investigated = the number of vendors described above/number of total vendors. 3. The Upcoming Status Changes data grid displays vendors that are still in a pending status (status of Pending or Pending Application) after a specified number of days (contained in a system parameter). It also displays vendors whose contracts expire in a specified number of days (contained in a system parameter). 4. For each Date Alert for a specific Vendor, display the Vendor ID and Name using a bold, blue font, underlined. This indicates a hyperlink to the Vendor. 5. The Date Alerts are sorted by Vendor Number, Type of Alert (Feedback, Training, etc.), then appropriate date within Type of Alert.

Business Rules

6. Types of Alerts and the screen that displays when the hyperlink for the alert is selected:
- Feedback type "Check Problems" made on 11/12/2006 has not been closed (Feedback screen populated with the corresponding Vendor Feedback Record Date data).
- Investigation type "High Risk" dated 03/12/2007 has not been closed (Investigation screen populated with the corresponding Vendor Investigation Date data).
- Application Milestone "Price Survey Returned" scheduled for 05/12/2007 has not been completed (Application Milestones screen populated with the corresponding Application Date data).
- CMP Payment of \$600 due on 12/12/2007 has not been received (Investigation screen populated with the corresponding Vendor Investigation Date data that is attached to the CMP).
- CMP Payment received on 12/20/2007 in the amount of \$100 is less than the expected payment amount of \$500 (Investigation screen populated with the corresponding Vendor Investigation Date data that is attached to the CMP).
- Training on "Initial Training" has been scheduled for 07/12/2007 (Training screen populated with the corresponding Recorded Date data).
- Training on "Followup Training" scheduled for 10/12/2007 has not been completed (Training screen populated with the corresponding Recorded Date data).
- Sanction Points Threshold - This vendor has reached the maximum threshold for sanction points. Current total sanction points: 130 (Violation Summary screen).
- "Refer to Food Stamps" alert dated 11/12/2007 has been set for this vendor (appropriate Feedback or Investigation screen populated with the corresponding data).

Developer Notes

1. When populating the Date Alerts area, the data displayed is as follows:
- "Feedback type "<VendorFeedback.ComplaintSourceCd>" made on <VendorFeedback.RecordedDt> has not been closed."
- is displayed until the VendorFeedback.ClosedDt is not null or the VendorFeedback.TicklerIn is false.
- "Investigation type "High Risk" dated <VendorInvestigation.RecordedDt> has not been closed."
- is displayed until the VendorInvestigation.ClosedDt is not null or the VendorInvestigation.TickletIn is false.
- "Application Milestone "Price Survey Returned" scheduled for "<ApplicationMilestone.DueDt>" has not been completed."
- is displayed until the ApplicationMilestone.ActualDt is not null or the ApplicationMilestone.TicklerIn is false.
- "CMP Payment of <CivilMoneyPenalty.DueAmt>" due on <CivilMoneyPenalty.DueDt> has not been received."

Developer Notes

is displayed when there is a CMP record with a CivilMoneyPenalty.DueDt that is in the past and the CivilMoneyPenalty.PaidAmt is null.

"CMP Payment received in the amount of <CivilMoneyPenalty.PaidAmt> is less than the expected payment amount of <CivilMoneyPenalty.DueAmt>."

is displayed when there is a CMP record with a CivilMoneyPenalty.DueDt that is not null, and a CivilMoneyPenalty.PaidAmt that is less than the CivilMoneyPenalty.DueAmt."

"Training on "<VendorTraining.TrainReasonCd>" has been scheduled for <VendorTraining.PlannedDt>."

is displayed until the VendorTraining.CompletedDt is not null or the VendorTraining.TicklerIn is false.

"Training on "<VendorTraining.TrainReasonCd>" scheduled for "<VendorTraining.PlannedDt>" has not been completed.

is displayed when the "<VendorTraining.PlannedDt>" is in the past and the VendorTraining.CompletedDt is not null.

"Sanction Points Threshold - This vendor has reached the maximum threshold for sanction points. Current total sanction points: <calculated>."

is displayed when the total number of sanction points assessed to a vendor during Investigations, Feedback and Monitoring activities is equal to or greater than [Vendor.SanctionPointsThreshold]. Sanction points assessed that have a <PtsEndDt> in the past should not be counted.

Sanction Points to be added: RoutineMonitoringViolation.SanctionPts, VendorFeedbackViolation.SanctionPts, and VendorInvActViolation.SanctionPts.

"Refer to Food Stamps" alert dated <appropriate.RefFSDt> has been set for this vendor.

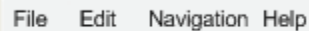
is displayed until the Alert Me checkbox is unchecked on the corresponding screen. One investigation can contain more than one Refer to FS Date for the different activities (i.e. one for Inventory Audit and another one for Routine Monitoring).

2. Vendors that have a VendorStatus.VendorStatusCd of Pending or Pending Application and a VendorStatus.RecordedDt [Vendor.NumberofDaysAlertPendingStatus] days or more prior to current date are displayed in the Upcoming Status Changes grid.
3. Vendors whose Vendor.ContractEndDt expire in [Vendor.NumberofDaysAlertContractExpiration] days are displayed in the Upcoming Status Changes grid.
4. To display the local agency name, look at the Local Agency ID that is stored in the Vendor.ID, and then find the corresponding Local Agency ID on the LocalAgency table. Once the corresponding ID is found on the Local Agency tables, display the value from the LocalAgency.OrganizationNm.

System Parameter	Purpose	Format
Vendor.NumberofDaysAlertContractExpiration	Provides the number of days the state agency chooses to use for the upcoming status change grid for contract expiration.	Integer
Vendor.NumberofDaysAlertPendingStatus	Provides the number of days the state agency chooses to use for the upcoming status change grid for pending status notification.	Integer
Vendor.SanctionPointsThreshold	Indicates the maximum threshold for sanction points above which vendors are displayed in the alert panel.	Integer
System.StateFiscalMonthStart	Identifies the first month within the fiscal year (where January = 01, February = 02, etc.).	Integer

5 Menu Bar

The Vendor Menu Bar is visible at all times and is found at the top of the screen.

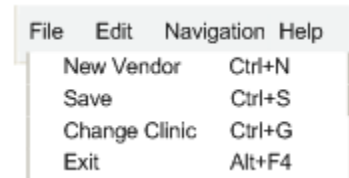


File Edit Navigation Help

Control	Description	
File	Select File to display File menu options. See File Menu section for more information.	
	Type	Menu Item
	Hot Key	Alt + F
Edit	Select Edit to display Edit menu options. See Edit Menu section for more information.	
	Type	Menu Item
	Hot Key	Alt + E
Navigation	Select Navigation to display the vendor management tree structure in a drop down style.	
	Type	Menu Item
	Hot Key	Alt + G
Help	Select Help to display Help menu options. See Help Menu section for more information.	
	Type	Menu Item
	Hot Key	Alt + H

5.1 File Menu

The File menu is visible at all times, giving access to functions related to creating and saving information.



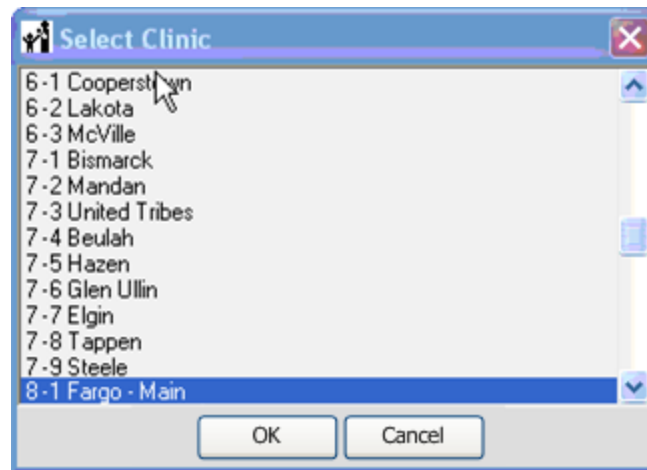
Control	Description	
New Vendor	Select New Vendor to create a new vendor record.	
	Type	Menu Item
	Hot Key	Ctrl + N
Save	Select Save to save the vendor record.	
	Type	Menu Item
	Hot Key	Ctrl + S
Change Clinic	Select Change Clinic to select a different clinic.	
	Type	Menu Item
	Hot Key	Ctrl + G
Exit	Select Exit to exit the application.	
	Type	Menu Item
	Hot Key	Alt + F4

Business Rules
1.

Developer Notes
1.

5.1.1 Change Clinic

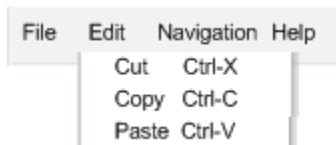
This pop-up window is used to change the clinic that the user is logged into. At user login, the user selects a clinic. The access for the user is based on the clinic.



Control	Description			
Unlabeled	The unlabeled data grid within the Select Clinic pop-up window allows the user to select another clinic. The user sees clinics that he or she has access rights to see. The user highlights the clinic that he or she wants to go to and clicks the OK command button.			
	Type	Read-Only Data Grid		
	Display	Yes		
Unlabeled - LA-Clinic Number	This is the local agency-clinic number.			
	Format	99-999	Calculated	No
Unlabeled - Clinic Name	This is the name of the clinic.			
	Format	Alphanumeric	Calculated	No
OK	Clicking the OK command button changes the clinic and returns the user to the main application.			
	Type	Command Button		
	Hot Key	Alt + O		
Cancel	Clicking the Cancel command button returns the user back to the main application.			
	Type	Command Button		
	Hot Key	Alt + L		

5.2 Edit Menu

The Edit menu is visible at all times, giving access to editing functions. Most editing is performed on the individual screens. The functions are enabled or disabled depending on availability.



Control	Description	
Cut	Select the Cut menu item to remove selected text to paste it to another location.	
	Type	Menu Item
	Hot Key	Ctrl + X
Copy	Select the Copy menu item to create a copy of selected text to paste it to another location.	
	Type	Menu Item
	Hot Key	Ctrl + C
Paste	Select the Paste menu item to place text cut or copied in the selected location.	
	Type	Menu Item
	Hot Key	Ctrl + V

Business Rules

1.

Developer Notes

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5.3 Navigation Menu

The Navigation menu is visible at all times, giving access to the same tree structure as shown in Section 2.2 of this document.

5.4 Help Menu

The Help menu is visible at all times, giving access to information related to the system and WIC policies.



Control	Description	
User Help	Clicking the User Help menu item allows the user to view the current version of the application User Help. This opens a Help Window as described in the System Overview DFDD.	
	Type	Menu Item
	Hot Key	None
About [System Name]	Click the Help About menu item to view version and system information.	
	Type	Menu Item
	Hot Key	None

Business Rules

1. The system parameter, System.SystemName, provides the identification of the system.

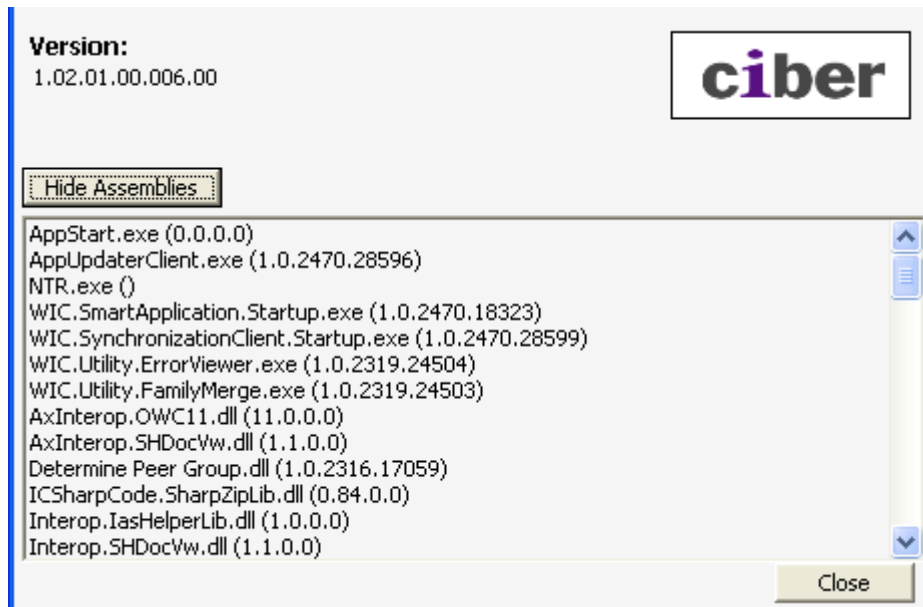
Developer Notes


1. Substitute the value for System.SystemName in the About [System Name].

System Parameter	Purpose	Format
System.SystemName	Provides identification of the system.	Character

5.4.1 About (System Name) Pop-up Window

This pop-up window provides the user with the version number of the application and allows for assemblies to be viewed as needed.



Control	Description			
Version	The version number that is displayed shows the version of the application that is currently being used (as defined in system parameter).			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	9.99.99.99.999.99		
	Display Only	Yes	Calculated	No
	DB Column	SystemParameter.Character		
	The CIBER logo appears for branding purposes. This is the company that developed the application.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
Show Assemblies/Hide Assemblies	By default, the About (System Name) Pop-Up Window displays the version number of the application. Clicking the Show Assemblies command button displays system assemblies. Clicking the Hide Assemblies command button returns to the default view.			
	Type	Command Button		
	Hot Key	Alt + M		
Close	Clicking the Close command button closes the About (system name) pop-up window and returns the user to the Vendor Management screens.			
	Type	Command Button		
	Hot Key	Alt + C		

Business Rules

1. The system parameter, System.SystemVersion, provides the version number of the system.

Developer Notes




1. Substitute the value for System.SystemVersion in the Version control.

System Parameter	Purpose	Format
System.SystemVersion	The version number of the system. (9.99.99.99.999.99 format)	Character

6 Tool Bar (and Header Information)

The Vendor Management Tool Bar is visible at all times, giving access to frequently used functions and providing some basic information about the currently displayed vendor record. The items included in the header are the Vendor ID, name of the Vendor, Peer Group, the vendor's current status, the date the current status was effective, whether the vendor is currently high risk, and whether the vendor has been high risk any time in the current federal fiscal year.



Control	Description			
	Click the Save Vendor button to save any changes made within vendor management to the database.			
	Type	Command Button		
	Hot Key	None		
	Click the New Vendor button to create a new WIC vendor that has never been in the WIC Program before.			
	Type	Command Button		
	Hot Key	None		
	Click the Search Vendor button to access the Search pop-up window.			
	Type	Command Button		
	Hot Key	None		
Vendor ID	This is the primary identifier for a vendor within the application database. This is a display-only field. A user cannot directly update it. It is system assigned where 99 is the County and 999 is a sequential number within county. The Vendor ID is not assigned until the user enters the required data on the Vendor Details screen.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	Numeric, Mask of 99-999		
	Display Only	Yes	Calculated	Yes
	DB Column	Vendor.PrefixNr - Vendor.FFVendorID		

Control	Description			
Vendor Name	The vendor's name.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Vendor.StoreName		
Peer Group	This is the vendor's assigned peer group.			
	Type	Text Box		
	Required	NA		
	Length	2		
	Validation	Mask of 0-99		
	Display Only	Yes	Calculated	Yes
	DB Column	VendorPeerGroup.VendorPeerGroupNr		
Status	The current status of the vendor record being viewed.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		
Status Date	The effective date of the vendor's current status.			
	Type	Text Box		
	Required	NA		
	Length	8		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	Calculated	No
	DB Column	VendorStatus.RecordedDt		

Control	Description			
Currently High Risk	Indicates whether the vendor currently displayed is high risk.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	Not Stored		
High Risk This FFY	Indicates whether the vendor currently displayed was identified as high risk any time in the current federal fiscal year.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	Not Stored		

Business Rules

1. Currently High Risk: The presence of a current risk for a vendor makes the vendor Currently High Risk equal to "Yes." A current risk is defined as a risk that has an Effective Date prior to the current date and an End Date after the current date.
2. High Risk this FFY: The presence of a risk anytime from October 1 and September 30th of the current year makes the High Risk this FFY equal to "Yes." The risks used to determine this are those that have an Effective Date or End Date within the FFY. For example, if a vendor has a risk with an Effective Date of July 1 of the prior fiscal year and an End Date of December of the current fiscal year, the vendor would be considered a High Risk this FFY. If a vendor has a risk with an Effective Date of September 1 of the current fiscal year and an End Date of December of the next fiscal year, the vendor would be considered a High Risk this FFY.
3. Peer Group: Peer Group is assigned based on multiple factors from the Vendor Details Screen and is not populated until the required data for the peer group calculation is completed and saved. After all data is entered, a peer group algorithm runs that looks at the specific fields and the associated parameters to determine the vendor's peer group. See the Vendor Details Screens DFDD for more detail.

Developer Notes

- 1.

7 Search

The Vendor Management search screen is used to navigate through the vendor management system area.

When criteria are entered and the Search button is clicked, the database is searched for all vendors that match the criteria. A wildcard character (%) may be used to search when specific spellings are not known for the Vendor Name, Street Address1 and/or City. Entering multiple search criteria effectively causes an "and" operation except if the Vendor ID is entered. In that case, only the Vendor ID is used in the search.

The Clear command button is used as a quick way to remove all search criteria as well as to clear the search results from the search results screen.

> Search

658 vendor(s) matched the criteria.

Vendor ID	Vendor Name	Street Address 1	City	Status	Local Agency Name
01-025	Nodaway Valley Market	304 4th Street	Fontanelle	Active	MATURA Action Corporati
02-003	Hyvee Food Store #1083	300 - 10th Street	Corning	Active	MATURA Action Corporati
03-017	Moore's #709	314 Main Street	Lansing	Active	Northeast Iowa Communit
03-022	Hartig Drug Store #12	21 West Main Street	Waukon	Active	Northeast Iowa Communit
03-023	Kosher Community Grocery	121 Greene Box 915	Postville	Active	Northeast Iowa Communit
03-024	Fareway Store #062	777 11th Avenue Sw	Waukon	Active	Northeast Iowa Communit
04-004	Hyvee Food Store #1058	609 North 18th Street	Centerville	Active	American Home Finding

Control	Description			
Vendor ID	The unique, numeric identifier assigned to a vendor. If the vendor ID is known, it can be typed into the text box and used to search the database for the vendor’s record.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	6 (including "-")		
	Validation	Numeric, Mask of 99-999		
	Display Only	No	Calculated	No
	DB Column	Vendor.PrefixNr – Vendor.FFVendorID		
Vendor Name	The name of a vendor that already exists in the data system. If the vendor name is known, it can be typed into the text box and used to search the database for the vendor’s record.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	50		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	Vendor.StoreName		
Street Address 1	The Street Address of a vendor that already exists in the data system. If the Street Address is known, it can be typed into the text box and used to search the database for all matching vendors.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.StreetAddress1		

Control	Description			
City	The city of a vendor that already exists in the data system. If the city is known, it can be typed into the text box and used to search the database for all matching vendors.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	30		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.City		
Zip Code	The zip code of a vendor that already exists in the data system. If the zip code is known, it can be typed into the text box and used to search the database for all matching vendors.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.ZipCode		
Status	List box containing valid status codes. To search for all vendors that currently have a particular status, select the status from the drop-down and search the database for all matching vendors.			
	Type	List Box		
	Required	Yes, if no other search criteria is selected		
	Length	NA		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		

Control	Description			
Local Agency Name	List box containing all active local agencies within the database. To search for all vendors that currently are associated with a particular local agency, select the local agency from the drop-down and search the database for all matching vendors.			
	Type	List Box		
	Required	Yes, if no other search criteria is selected		
	Length	NA		
	Validation	NA		
	Display Only	No	Calculated	No
	DB Column	LocalAgency.Name		
	Code ID	LocalAgency table lookup		
Owner	List box containing all vendor owners within the database. To search for all vendors that currently have a particular owner, select the owner from the drop-down and search the database for all matching vendors.			
	Type	List Box		
	Required	Yes, if no other search criteria is selected		
	Length	35		
	DB Column	VendorOwner.Name		
	Code ID	VendorOwner table lookup		
Food Stamp ID	The food stamp ID of a vendor that already exists in the data system. If the food stamp ID is known, it can be typed into the text box and used to search the database for the vendor's record.			
	Type	Text Box		
	Required	Yes, if no other search criteria is selected		
	Length	7		
	Validation	Numeric		
	Display Only	No	Calculated	No
	DB Column	VendorStore.FoodStampID		
Search	When clicked, the Search command button initiates a search using the entered selection criteria.			
	Type	Command Button		
	Hot Key	Alt + S		

Control	Description			
Clear	When clicked, the Clear command button is used to clear all search criteria and the results in preparation for another search.			
	Type	Command Button		
	Hot Key	Alt + L		
Search Results	The screen displays vendors who match the criteria entered.			
	Type	Command Button		
	Format	NA		
Search Results - Vendor ID	The unique identifier for the vendor that matches the criteria. Clicking the Vendor ID link opens the Demographics screen. See the Demographics section of the VM Details Screens DFDD for more information.			
	Type	Hyperlink		
	Format	Underlined, Blue		
Search Results - Vendor Name	The name of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	Vendor.StoreName		
Search Results - Street Address 1	The address of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorAddress.StreetAddrLine1		

Control	Description			
Search Results - City	The city of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorAddress.City		
Search Results - Status	The current status of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	VendorStatus.VendorStatusCd		
	Code ID	VendorStatusCode table lookup		
Search Results - Local Agency Name	The primary local agency of the vendor that matches the criteria.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	LocalAgency.Name		
	Code ID	LocalAgency table lookup		

Business Rules

1. The use of a wild card character (%) as part of the Vendor Name, Street Address1 or City search criterion allows for broad searching. Ex: V% entered for Vendor Name would result in all Vendors that started with V. Ve% entered for Vendor Name and T% entered for City would result in all Vendors that started with Ve and whose City started with T.
2. Street Address 1, City and Zip Code in the search fields and search results grid are fields of the Vendor's physical address.
3. At least one search criteria must be entered to execute the search. Display error.
4. The search results are displayed in Vendor ID order.
5. The search results grid does not allow for user-specified column sorting.
6. The Search command button is the default command button (when enter key is

Business Rules

pressed, the Search is performed).

Developer Notes

1. If the Vendor ID is entered as a search criterion, the stored procedure ignores any other fields.
2. To display the local agency name, look at the Local Agency ID that is stored in the Vendor.LA_ID, and then find the corresponding Local Agency ID on the LocalAgency table. Once the corresponding ID is found on the Local Agency tables, display the value from the LocalAgency.OrganizationNm.

8 New Vendor

Clicking the New Vendor leaf node in the Vendor Management navigation tree displays the Demographics screen described in the Demographics section of the VM Details Screens DFDD. The Demographics screen displays in edit mode with all fields blank when a new vendor is added.